

SAFETY INFORMATION FOR TEENS



Your Guide to Work Safety and Health Facts

North Dakota Labor Education Council

North Dakota Department of Labor

North Dakota Workers Compensation

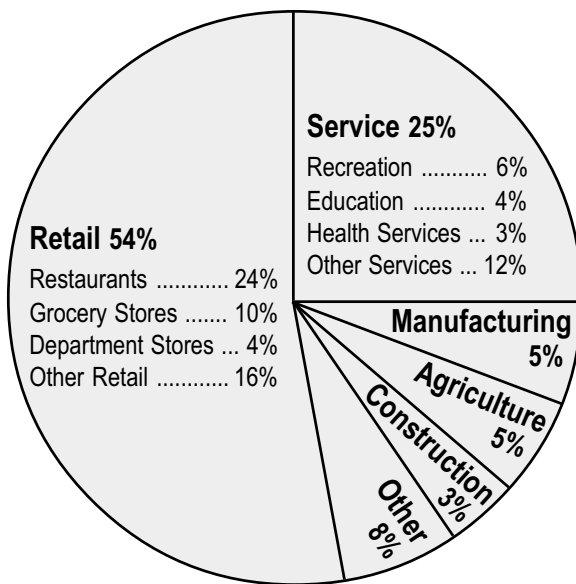
(The information contained in this brochure can be downloaded in a pdf document from the North Dakota Department of Labor website at www.state.nd.us/labor/; click on Publications; click on Informational Brochures; and click on SAFETY INFORMATION FOR TEENS.)

Teen employment facts to know:

- During the last reporting year ending June 2001, 315 workers who were 18 years and under filed Workers Compensation claims in North Dakota alone.
- Teens in North Dakota must be at least 14 years old before they are allowed to be employed.

Where do U.S. teens work? *

- Most teen jobs are part-time, temporary, and low-paying.
- Many teens work in industries that have high injury rates such as grocery stores, health services, and recreation.
- The pie chart below shows where U.S. teens work:



How are teens injured? *

Statistics show that many teen job injuries are caused by:

- Driving motor vehicles;
- Handling hot liquids and grease;
- Using non-powered hand tools;
- Operating tractors;
- Using cutting tools;
- Lifting heavy objects;
- Working late at night; and
- Working alone.

And, what about alcohol and drugs?

Alcohol and drugs have aftereffects that hinder your ability to think, act, react, and make good choices.

If you choose to use these substances, you hurt yourself, your family, and maybe other people. When you hurt others, you and your family may be held responsible. How? If other people get hurt, they can't work. They won't be able to pay for their homes, send their children to college, and buy cars and the things they need. Using alcohol and/or drugs is not worth the risk.

What are workplace hazards and why do teens need to know about them?

Workplace hazards are things that may be present at your job that you need to pay attention to because they COULD hurt you. See the box at the bottom of this page that lists some of the kinds of hazards that you might encounter.

Workplace Hazards Teens Need to Know about and Use Care with on the Job

Physical hazards are:

- Hot surfaces,
- Slippery floors,
- Unsafe ladders,
- Machines without guards,
- Sharp knives,
- Hot grease,
- Unsafe electric circuits,
- Lack of fire exits,
- Motor vehicles, and
- Cluttered work areas.

Chemical hazards are:

- Cleaning products,
- Pesticides,
- Solvents,
- Acids,
- Asbestos,
- Lead,
- Ozone (from copiers),
- Wood dust,
- Mercury, and
- Poor air quality.

Other health hazards are:

- Noise,
- Infectious diseases,
- Radiation,
- Heat and cold,
- Repetitive movements,
- Awkward posture,
- Heavy lifting,
- Fast pace of work,
- Harassment,
- Violence, and
- Areas too dark or too light.

* Source: *PROTECTING WORKING TEENS: A PUBLIC HEALTH RESOURCE GUIDE*, Children's Safety Network, 1995 (paraphrased)



Just got your first or second job? **

Great! But if you want to make it to payday, there are seven things you'd better know:

1. What you don't know can hurt you ...

There are hazards in every workplace and you – the inexperienced worker – are especially at risk.

2. What you do know can save your life ...

You need to be able to identify the hazards in your workplace.

3. The Law Protects ...

You have the legal right to protect your health and safety.

4. The Law Expects ...

Your employer, your supervisor(s), and you have legal responsibilities to make sure the workplace is healthy and safe.

5. You can expect ...

Your employer and your supervisor must ensure that you have the information or required training and equipment that you need to protect yourself.

6. You must report ...

If you are injured or become sick at the workplace, you must report it to your supervisor.

7. Don't gamble with your health and safety ...

It's not a game. You need to protect yourself.

What can be done to prevent falls, burns, cuts and bruises at work? **

There are a number of ways to prevent and reduce workplace hazards and prevent work-related injuries. These include:

Demand Training

Education and training about hazards can help prevent injuries.

Also make sure that your supervisor is always available. Adequate supervision is an important element in preventing injuries.

Wear Protective Equipment

Personal protective equipment such as gloves and goggles or safety devices such as non-slipping shoes can also help prevent injuries.

Know your Environment

If you know what safety and health hazards you are working with, such as hot grease, slippery floors, and lifting, you can speak up about them to help prevent possible injuries.

Know the Laws

Learn about federal and state laws that limit the hours and types of jobs young people can do and that require companies to control hazards. By knowing these laws, you can work to make sure that your boss enforces them.

Teen Workplace Rights and Responsibilities

While employed, you have the right to:

- Have a safe and healthy workplace;
- Work without racial or sexual harassment;
- Receive minimum wage for the work you do;
- Receive safety and health training, including information on chemicals that could be harmful to your health;
- Refuse to work if the job is immediately dangerous to your life or health;
- File a Workers Compensation claim if you are injured on the job – you may be eligible for lost wages and/or medical benefits;
- Report safety problems to OSHA; and
- Join or organize a labor union.

Your work responsibilities are:

- You must follow rules;
- You must use safety equipment;
- You must keep work areas clean and neat;
- You must ask for training on equipment and chemicals that you are required to use;
- If you don't know what chemicals are in use, ask your employer what they are or do not use them;
- If your machine is not set up properly, do not use it;
- If you are injured or become sick at the workplace, report it to your employer; and
- If you don't know how to do something, ask questions.

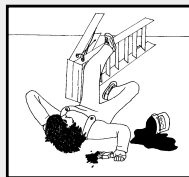
** Source: *WORK SAFE, A GUIDE FOR YOUNG WORKERS*, Institute For Labor And The Community (paraphrased)

State and federal laws prohibit teens from certain types of work.

Prohibited work for teens ages 14 and 15 years include: ***

- > Driving motor vehicles;
- > Cooking, baking, grilling or frying;
- > Working in freezers or meat coolers;
- > Working in warehouses or storage areas;
- > Loading/unloading goods to/from trucks, railroad cars, or conveyors;
- > Working on elevated surfaces higher than six feet off the ground;
- > Working most construction other than cleaning, errand-running, moving, stacking, loading, or unloading materials by hand;
- > Mowing lawns except in domestic service (for example: mowing your neighbor's lawn is allowed);
- > Working with or near fertilizers, herbicides, pesticides, or any other chemicals or toxins;
- > Doing manufacturing or processing work;
- > Selling door-to-door of any kind;
- > Working with explosives;
- > Working with dangerous wastes or working with blood, bodily fluids and bodily tissues;
- > Operating laundry machinery;
- > Working with any power-driven machinery. Permitted exceptions include office machines such as typewriters; retail machines such as cash registers; domestic-type food service machines such as toasters and blenders; service station machines such as those used in car cleaning, washing; or polishing, or in the dispensing of gas or oil (provided that no work involves the use of pits, racks, or lifting apparatus or the inflation of tires mounted on a rim equipped with a removable retaining ring).

***There are additional prohibited job duties under state and federal laws for teens ages 14 and 15 and ages 16 and 17. Contact N.D. Dept. of Labor for details.



What work hours are teens allowed?

Child labor law protects you from working too early, too long, or too late.

Work hours for teens 14 and 15 years of age can total no more than:

- > 3 hours on a school day,
- > 18 hours in a school week, ****
- > 8 hours on a non-school day, and
- > 40 hours in a non-school week.

The specific hours that teens can work are:

- > 7:00 a.m. to 7:00 p.m. for Labor Day through May 31, and
- > 7:00 a.m. to 9:00 p.m. for June 1 through Labor Day.

**** A school week is any week in which school attendance is required for any part of at least four days.



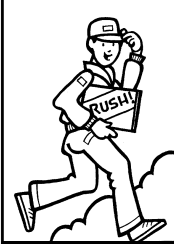
Do teens need work permits?

Teens ages 14 and 15 years are required to file a "work permit" (officially named the Employment and Age Certificate) with the N.D. Dept. of Labor at the start of EACH work relationship. Some more facts about work permits include:

- > It has sections to be completed by you, your parent(s) or guardian(s), and the employer.
- > The N.D. Dept. of Labor uses it to track the types of work performed by and the wages paid to teens.
- > Your school receives a copy of the completed work permit. If your school performance suffers because of the employment, the Commissioner at the N.D. Dept. of Labor can revoke the work permit.
- > Work permit forms may be obtained from the N.D. Dept. of Labor, the Job Service N.D. offices, the county school superintendent offices – if available, and many of the school counselors.

If you have any questions or need help, what can you do?

Always remember, you have the right to speak up!



It is illegal for your employer to fire or punish you for reporting workplace problems.

Please ask for it! You can do this by:

- > Talking to your employer about the problem;
- > Talking to your parents/guardians or teachers;
- > Talking to your job training representative;
- > Contacting the N.D. Dept. of Labor for more information on youth employment laws – including a complete list of prohibited types of work and specific exemptions from youth employment laws [Phone: (701) 328-2660, In-State Toll Free Phone: 800-582-8032, Email: labor@state.nd.us, Web: www.state.nd.us/labor/];
- > Contacting the N.D. Labor Education Council for safety training [Phone: (701) 223-0784];
- > For health and safety information and advice, contact:
 - N.D. Workers Compensation [Toll Free Phone: 800-777-5033, Web: www.ndworkerscomp.com];
 - OSHA [Toll Free Phone: 800-356-4674].